

MEMORANDUM FOR: Associate Deputy Director for Management
and Services

SUBJECT : Letter of Instruction

Jack:

During calendar year 1974 I will look to you to
discharge the following responsibilities:

1. Except in those areas where I have reserved
action and decision to myself, I will expect you to
act in the capacity of a general Deputy. In this
capacity you should ensure that our Office is so
organized that all communications and matters under
consideration first come to your attention before
being referred to me. You are authorized, based
on your judgment, to approve actions in my name
and, conversely, to forward to my attention those
matters the significance of which you believe
demand my attention.

2. I will look to you to chair both the
M Career Board and the MG Career Board. Further,
I will expect you to exercise cognizance over the
activities of the Career Management Office and keep
me periodically posted on the operations of both
Career Services.

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services